



Position Description

Job Title	Building Inspector/Code Compliance Officer
Department	Community and Economic Development
Employment Status	Full Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position performs building inspections and enforces building codes and zoning ordinances in accordance with State laws and City ordinances. This position is also responsible for technical and field investigation work involving the monitoring and enforcement of the City's Code Compliance program.

Supervision

Received	Community and Economic Development Director
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs building inspections before, during and after construction in accordance with State law and City ordinances.
- Interprets and enforces local and state building codes; performs plan review to ensure conformance with codes; issues permits; develops and files reports; responds to inquiries pertaining to building codes; condemns buildings as required; attends related meetings.
- Conducts public and private utility connection inspections in coordination with other City departments.
- Prepares and maintains records of inspections.

- Coordinates activities with City Attorney and/or Police Department as necessary; provides necessary documentation.

Other Job Functions

- Investigates complaints of public nuisances such as junk cars, excessive trash in yards, overgrown grasses and weeds, snow removal and other possible violations of City codes, zoning ordinances, and other laws and regulations.
- Issues courtesy notices, notices of violation, citations, correction notices and stop work orders to ensure compliance.
- Conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Timely reports on and tracks code violations and enforcement activities from the field.
- Prepares and maintains accurate records, reports and correspondence related to all violations and enforcement activities.
- Prepares documentation for submission to the City attorney to file complaint for noncompliance.
- Provides information to violators, the general public and the business community regarding codes, laws and ordinances; responds to complaints and inquiries.
- Undertakes ongoing field investigations to proactively maintain compliance with applicable codes, ordinances and regulations.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Requirements of Work

Graduation from an accredited college or university with an Associate’s Degree or other technical training in construction, plumbing, electrical and HVAC inspections; plus at least 3 years of experience in building inspections and enforcement; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • State and City policies and procedures, laws and ordinances regarding building inspections and enforcement. • Occupational hazards and the safety techniques and procedures used to avoid or minimize risk. • Business English (spelling, grammar, punctuation and tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Interpret and enforce applicable state laws, local codes and ordinances. • Work independently with minimal supervision. • Multi-task and prioritize workload. • Perform basic math functions. • Read blueprints and construction plans. • Recognize hazardous conditions and/or violations of building codes and ordinances. and recommend proper corrective action. • Carry out enforcement actions impartially, using sound judgment, firmness and tact. • Prepare and maintain accurate records, reports and correspondence.

	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with contractors, architects and engineers, supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Public relations. • Oral and written communications.

Necessary Special Requirements

WI UDC Certification for 1 & 2 Family Homes, HVAC and Plumbing; Commercial Building Inspector Certification; valid Wisconsin driver's license. UDC Electrical and Commercial Electrical Inspector Certifications are desired but not necessary.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both inside and outdoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds.